

ISSUE DATE: March 8, 2013

TO: Engineering Firms

FROM: James Wills, Public Works Director  
City of Pflugerville

SUBJECT: Request for Statements of Qualifications  
Pfennig Ground Storage Tank, Yard Piping and Pump  
Station Upgrades

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The City of Pflugerville (City) is requesting a Statement of Qualifications (SOQ's) from qualified consulting engineering firms **for professional engineering services associated with the Pfennig Ground Storage Tank, Yard Piping and Pump Station Upgrades Project**. Enclosed for your consideration is a Request for Statement of Qualifications (RFQ).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, please **submit your SOQ by 5:00 p.m., Friday, April 5, 2013** to the person listed below. The submission date for questions, clarifications, or **requests for general information will be 2:00 pm, Friday, March 29, 2013**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be **in writing via email** or other mail carrier to the City's Project Manager listed below.

A committee consisting of City of Pflugerville staff will rate the SOQ's relative to the evaluation criteria developed for this project. Said evaluation criteria are attached to this RFQ. This may include interviewing one or more firms by the selection committee. The selection committee will make recommendations to the City Council for consultant selection.

Any questions and correspondence should be directed to:

Mr. James Wills  
Public Works Director  
City of Pflugerville  
P.O. Box 589  
Pflugerville, Texas 78691-0589  
(512) 990-6401  
Fax: (512) 989-1052  
[jwills@pflugervilletx.gov](mailto:jwills@pflugervilletx.gov)

Contact regarding this project with any City of Pflugerville personnel or officials other than Mr. James Wills or his designated representative after the issue date of this RFQ will be grounds for removal of the firm from consideration.

**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**City of Pflugerville**  
**Pfennig Ground Storage Tank, Yard Piping and**  
**Pump Station Upgrades Project**

I. INTRODUCTION

A. General Information

The City of Pflugerville is requesting SOQ's from qualified consulting engineering firms to complete final design, bidding, and construction administration for the following project:

**Pfennig Ground Storage Tank, Yard Piping and**  
**Pump Station Upgrades Project**

There is no expressed or implied obligation for the City of Pflugerville to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. The City reserves the right to increase or decrease the scope of work related to this project as outlined in this RFQ after a firm is selected to accommodate changes in the needs of the City and serve the best interests of the City.

B. Submittal Requirements

To be considered, **5 (five) hardcopies and 1 (one) CD** of the SOQ must be received, as outlined in section III of this RFQ, by **April 5, 2013**. The City of Pflugerville reserves the right to reject any or all SOQ's submitted.

C. Evaluation and Selection

SOQ's submitted will be evaluated by a committee consisting of City of Pflugerville staff. During the evaluation process, the City of Pflugerville reserves the right, where it may serve the City of Pflugerville's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

Review of Proposals:

1. The committee will review the SOQ's at its earliest convenience after the submittal deadline date.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are attached to this RFQ.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
4. The committee will make recommendations to the City Council for consultant selection.
5. City Council will consider the committee recommendation at its earliest convenience.
6. Following consultant selection, de-briefing meetings with City staff may only be available if time permits and will be by appointment with the City's Project Manager.

## II. NATURE OF SERVICES REQUIRED

### A. General

The City of Pflugerville is soliciting the services of qualified consulting engineering firms to accomplish the project outlined in this RFQ. This project is to be performed in accordance with the provisions contained in this Request for Statement of Qualifications.

### B. Scope of Work to be Performed: Technical Expertise

The City of Pflugerville will require the selected firm to:

1. This project will increase capacity at Pfennig BPS with the proposed installation of 1 VFD pump within the existing pump station and proposed ground storage tank and improvements to tank supply piping controls and programming.
2. Prepare 30% engineering plans including an engineer's opinion of most probable construction cost, project management plan, and geotechnical investigation. These documents will be for obtaining required easements and land. The project may include adjustment of existing facilities and phased construction.
3. Prepare final construction plans and specification for the above project based on the preliminary engineering effort. A final engineer's opinion of most probable construction cost shall be included.
4. Final engineering construction documents shall include but not be limited to: topographic and boundary surveys where required, geotechnical investigation, environmental assessment and environmental clearances, Phase I Archaeological Survey including subsurface testing and clearances through the Texas Historical Commission, identification of utility conflicts, required utility adjustments and replacements, coordination with utility companies, determination of ROW/easement acquisition, preparation of ROW/easement acquisition metes/bounds and sketch, preliminary and final engineer's opinion of probable construction cost, project manual and any other items necessary to successfully construct this project.
5. Design this project in accordance with the City of Pflugerville's 2011 Edition of the Uniform Development Code and May 2005 Edition of the Engineering Design Guidelines & Construction Standards.
6. Have extensive knowledge and expertise in the areas of hydraulics and hydrology, foundation investigation and design, structural design, utility design, surveying, environmental studies, archaeological studies, geotechnical services, permit acquisition, and coordination with municipal, state and federal agencies.
7. Assist the City of Pflugerville with advertising for construction bids, opening bids, and evaluating the bids received.
8. Provide construction administration services including startup, warranty and close out.
9. Resident Project Representative services shall be provided by the City.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) original, five (5) copies and one (1) CD of materials that demonstrate their experience in performing a project of this scale and complexity. The SOQ shall be submitted by a lead firm but may contain services from subconsultants. **Documentation should be limited to 15 single sided pages and include the below items. Statement of Interest Letter and resumes do not count in the 15 page limit.**

1. City is interested in the experience of the Project Manager, Project Principal and the firm(s) similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the City for this project.
2. Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
3. City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.
4. Areas of sub consulting which will be evaluated are identified in the project description. The City is interested in the proposed sub consultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.
5. City is interested in team's (including sub consultants) experience within Central Texas and the City of Pflugerville, as may be evidenced by existence of local offices or work in the area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:
  - Area construction in the public right of way
  - Area construction costs and practices

6. City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Describe how the project will be formatted from Design to Completion, any firm specific tools that will be used in the project and describe any significant project issues with the team's approach in addressing those issues.

**Submittals shall EITHER be mailed to:**

Mr. James Wills  
Public Works Director  
C/O Sabrina Schmidt  
City of Pflugerville  
P.O. Box 589  
Pflugerville, Texas 78691-0589

**OR submittals shall be delivered to:**

Mr. James Wills  
Public Works Director  
C/O Sabrina Schmidt  
City of Pflugerville  
100 East Main Street, Suite 100  
Pflugerville, TX 78660

**All submittals must be received no later than 5:00 p.m., Friday, April 5, 2013.**

IV. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ may not be considered by the City.

**PROFESSIONAL SERVICES CONSULTANT SELECTION  
EVALUATION CRITERIA**

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to the City of Pflugerville. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 25 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive. **Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.**

**Consideration Item 1: Experience of Project Manager and Project Principal (Past 10 Years)  
(Project Manager – 20 points; Project Principal – 10 points)**

City is interested in the experience of the Project Manager, Project Principal and the firm(s) similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the City for this project.

**30 Points Maximum**

**Consideration Item 2: Experience and Availability of Proposed Staff**

Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.

**15 Points**

**Consideration Item 3: Prime Firm's Comparable Project Experience (past 5 years)**

City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

**15 points maximum if subconsultants are used, otherwise, 30 points**

**Consideration Item 4: Subconsultant Firms' Comparable Project Experience (past 5 years)**

Areas of sub consulting which will be evaluated are identified in the project description. The City is interested in the proposed sub consultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on

previous City projects.

**15 points maximum if subconsultants are used, otherwise, 0 points**

**Consideration Item 5: Team's Structure and Project Approach**

City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Describe how the project will be formatted from Design to Completion, any firm specific tools that will be used in the project and describe any significant project issues with the team's approach in addressing those issues.

**25 Points Maximum**

**Consideration Item 6: Interview (Optional)**

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Generally, staff may interview the top firms based on the results of the Evaluation Committee.

**25 Points Maximum**